

☐ NSLP

☐ SFSP

Storage Facility Self-Evaluation Form

Name of Recipient Agency: _____ CTD _____

Address: _____

Date: _____

(A) FACILITY REVIEW

YES NO

- | | | |
|---|--------------------------|--------------------------|
| 1. Does storage space appear to be adequate? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Is storage space in good repair? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are USDA commodities of any kind stacked together to permit easy identification and provide accountability? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are USDA commodities stacked off the floor and on pallets or shelves to allow for proper ventilation and easy inventory? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are USDA commodities stacked at least 18 inches from any walls and at least two feet from the ceiling? | <input type="checkbox"/> | <input type="checkbox"/> |
| <u>Exception:</u> Non-warehouse sites such as small storage rooms are allowed a one-inch separation from the wall. | | |
| 6. Are USDA commodities stacked to prevent damage from excess weight on bottom layers? | <input type="checkbox"/> | <input type="checkbox"/> |
| 7. Are out-of-condition foods stored separately? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are foods stored separately from pesticides, herbicides, cleaning supplies, and other materials that could contaminate foods in storage? | <input type="checkbox"/> | <input type="checkbox"/> |
| 9. Are safeguards taken to prevent donated foods from theft? | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Is your storage area maintained in a way that prevents accidents? | <input type="checkbox"/> | <input type="checkbox"/> |
| 11. Is your storage area free from rodent, bird, insect and other animal infestation? | <input type="checkbox"/> | <input type="checkbox"/> |
| 12. Are required local/state health inspection certificates on file? | <input type="checkbox"/> | <input type="checkbox"/> |

(B) COMMODITY UTILIZATION

1. Is the agency utilizing USDA commodities on a first-in first-out basis? ☐ ☐
2. Are commodities requested and accepted only in such quantities that can be used without waste? ☐ ☐
3. Identify all commodities that exceed a six-month usage.

<u>Commodity</u>	<u>Date Received</u>	<u>Amount in Excess</u>	<u>Will Increase Usage</u>	<u>Request A Transfer</u>

(C) TEMPERATURE CONTROL REVIEW

- | | <u>YES</u> | <u>NO</u> |
|--|--------------------------|--------------------------|
| 1. Are daily temperature readings recorded for all storage facilities? | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Are dry storage areas maintained between 50°F and 70°F? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are refrigerated storage areas maintained at a temperature between 35°F and 41°F? | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Are the freezer storage areas at a temperature of 0°F or below? | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Are all perishable items stored at the temperature listed on the commodity case? | <input type="checkbox"/> | <input type="checkbox"/> |

(D) INVENTORY RECORDS REVIEW

1. Is your site maintaining a perpetual inventory system? ☐ ☐
If no, explain: _____

COMMENTS

Keep this document in your files for future Site Review. It is not necessary to return a copy to our office.

I have read and understand the questions on this survey. My answers are correct and complete to the best of my knowledge.

**Print or Type Name of
Authorized Representative**

Signature

Dated